



COUNTY OF SAN DIEGO

**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ACCOUNTING TECHNICIAN

Class No. 002403

■ CLASSIFICATION PURPOSE

To perform accounting work of more than average difficulty, often within a single function; to supervise, train and direct clerical employees in the maintenance of financial reporting procedures and application of accounting principles as needed; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Under general direction, incumbents perform the most difficult paraprofessional accounting tasks of collecting, classifying, and summarizing fiscal data, interpreting financial data, and monitoring financial reporting procedures.

■ FUNCTIONS

**The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Maintains and reconciles subsidiary and control accounts.
2. Compiles basic data for special and regular financial statements and reports.
3. Determines whether expenditures have been made in accordance with valid procedures and within budgetary constraints.
4. Determines whether revenues have been properly recorded.
5. Prepares expenditure and revenue claims, and routine periodic accounting reports.
6. Monitors the county budget calendar.
7. Prepares and maintains procedures manual for units supervised.
8. Processes and journals accounting transactions.
9. May supervise and direct clerical employees performing routine bookkeeping and accounting duties.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accounting and bookkeeping principles, practices and procedures.
- Office practices and procedures in processing and recording accounting or bookkeeping transactions.
- Principles of supervision.
- Spreadsheet and word processing programs.
- Government and cost accounting.
- County customer service objectives and strategies.

Skills and Abilities to:

- Interpret and analyze financial transactions and reports.
- Supervise, train, and evaluate the work of employees.

- Reconcile accounting and computer reports.
- Perform arithmetic calculations accurately.
- Operate calculating machines and computer equipment.
- Analyze and interpret various financial reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of experience as a Senior Account Clerk or Account Clerk Specialist in the County of San Diego, performing difficult clerical accounting work, OR
2. Three (3) years of recent accounting or bookkeeping experience performing maintenance of entry accounts (such as collecting, classifying or summarizing fiscal transactions) and preparing periodic statements and reports. One (1) year must have been performing supervisory duties, OR
3. An associate of art's degree in accounting and one (1) year experience as a Senior Account Clerk or Account Clerk Specialist in the County of San Diego, performing difficult clerical accounting work, OR
4. An associate of art's degree in accounting and two (2) years of recent accounting or bookkeeping experience performing maintenance of entry accounts (such as collecting, classifying or summarizing fiscal transactions) and preparing periodic statements and reports. One (1) year must have been performing supervisory duties.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: walking, standing, bending and twisting of the neck, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighting up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of a team/department with responsibility for sponsorship of Enterprise Planning Resource (ERP) software applications in support of countywide operations of: human resource management; time keeping and reporting; payroll; accounts payable; and accounts receivable.

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

##### Certification/Registration

None required.

##### Working Conditions

Office environment; exposure to computer screens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: June 1, 1970**  
**Revised: May 16, 2001**  
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